

**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE
EXAMINATION ANNOUNCEMENT**

POSITION POSTED: Finance and Grants Analyst
SALARY RANGE: \$41,224.00 - \$56,151.00
DATE POSTED: August 6, 2013 thru August 23, 2013 (AMENDED DATE)

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications listed below.

A PERSON MAY NOT TAKE AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Finance or Accounting.
- Applicant must have two years of experience in budgeting, financial accounting and statistical analysis, including but not limited to state and/or federally funded grant programs.
- Work experience in government accounting preferred along with a general knowledge of granting guidelines issued by the General Accounting Office (GAO) and the Office of Management and Budget (OMB).

DESCRIPTION OF WORK:

Under the direction of the Supervisor of Finance and Grants, the Finance and Grants Analyst duties include, but are not limited to: preparation of grant financial reports, budget requests and projections, tracking receipt of court revenue, revenue trend analysis, preparation of general ledger entries, collection performance analysis, collection vendor invoice monitoring, and other duties as required.

Responsibilities may include, but are not limited to:

- Prepares and oversees the preparation of grant financial reports (monthly, quarterly, annual and/or final close-out) in accordance with applicable federal and state laws, guidelines, rules and regulations; including but not limited to the requirements outlined in the grant award.
- Prepares grant invoices and/or reimbursement billings as outlined in the grant award.
- Analyzes grant-funded programs beginning at pre-award through the end of the funding period by evaluating, assessing, and developing spending strategies for programs via collaborative efforts with program contacts, granting agency, court budget analyst, etc.
- Prepares grant program budgets, amendments, cost analysis, and projections.
- Ensures all requisitions for supplies and/or equipment utilizing grant funding are in compliance with grant requirements and properly allocated to appropriate funding source, and inventory of grant-funded equipment.
- Facilitates the procurement of supplies, equipment and coordinates equipment maintenance as it may relate to grant purchases, acting as liaison between vendor, granting agency financial contact, Court program staff and purchasing agent.
- Reconciles Court's deposit in transit accounts, along with Wayne County's accounts receivable transaction record, prepares required journal entries to ensure proper posting to appropriate general ledger accounts, and ensures revenue recorded is complete and accurate.
- Prepares and processes payroll accounting, including but not limited to regular hours, overtime, fringe costs (e.g. social security, life insurance, health insurance, and retirements). Verifies salary and fringe benefit costs reflected in general ledger is proper. Verifies entries to subsidiary financial and grant ledgers are proper.
- Prepares required payroll journal entries, and/or coordinates with Human Resources for any needed payroll adjustments.
- Monitors budgeted payroll fringe rate changes for all Court business units.
- Ensures position control changes and payroll designations are accurate and/or facilitates grant and general ledger accounting.
- Prepares performance and trend analysis of court revenue in order to determine effectiveness of collection tools, including but not limited to aging reports, payment/adjustments and assessment reports, past due debts, etc.
- Reviews and reconciles vendor invoices submitted by the third party collection vendor. Ensures submissions to third party collection vendor are accurate and timely and monitor compliance with contract.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applicants will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based upon appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list in order of their final ratings.

INFORMATION PROVIDED ON APPLICATION FORMS AND SUBSEQUENT VERIFICATION THEREOF MAY BE USED TO DETERMINE APPLICANT'S QUALIFICATIONS FOR THIS POSITION. INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% Maximum – 70% Minimum)

| | |
|---|------------------------|
| Evaluation of Training, Experience & Personal Qualification | (TEP): (P/F) Pass/Fail |
| Written Examination | 40% max |
| Interview | 60% max |

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE: Applications must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED THROUGH THE FOLLOWING WEBSITE www.3rdcc.org.** A VALID EMAIL ADDRESS IS REQUIRED TO APPLY.

APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION. ANY FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED. An official copy of all transcripts/diplomas must be available at time of interview. **Resumes may be included with the application form, but may not be substituted for it.** Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION MAY BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 300-003

Date Issued: 2/22/2013

TITLE: FINANCE AND GRANTS ANALYST

SUMMARY:

Under the direction of the Supervisor of Finance and Grants, the Finance and Grants Analyst duties include, but are not limited to: preparation of grant financial reports, budget requests and projections, tracking receipt of court revenue, revenue trend analysis, preparation of general ledger entries, collection performance analysis, collection vendor invoice monitoring, and other duties as required.

ESSENTIAL FUNCTIONS:

- Prepares and oversees the preparation of grant financial reports (monthly, quarterly, annual and/or final close-out) in accordance with applicable federal and state laws, guidelines, rules and regulations; including but not limited to the requirements outlined in the grant award.
- Prepares grant invoices and/or reimbursement billings as outlined in the grant award.
- Analyzes grant-funded programs beginning at pre-award through the end of the funding period by evaluating, assessing, and developing spending strategies for programs via collaborative efforts with program contacts, granting agency, court budget analyst, etc.
- Prepares grant program budgets, amendments, cost analysis, and projections.
- Ensures all requisitions for supplies and/or equipment utilizing grant funding are in compliance with grant requirements and properly allocated to appropriate funding source, and inventory of grant-funded equipment.
- Facilitates the procurement of supplies, equipment and coordinates equipment maintenance as it may relate to grant purchases, acting as liaison between vendor, granting agency financial contact, Court program staff and purchasing agent.
- Reconciles Court's deposit in transit accounts, along with Wayne County's accounts receivable transaction record, prepares required journal entries to ensure proper posting to appropriate general ledger accounts, and ensures revenue recorded is complete and accurate.
- Completes close-out procedures as it relates to grant requirements and general ledger; reconciliation of grant ledgers and general ledger.
- Prepares and processes payroll accounting, including but not limited to regular hours, overtime, fringe costs (e.g. social security, life insurance, health insurance, and retirements). Verifies salary and fringe benefit costs reflected in general ledger is proper. Verifies entries to subsidiary financial and grant ledgers are proper.
- Prepares required payroll journal entries, and/or coordinates with Human Resources for any needed payroll adjustments.
- Monitors budgeted payroll fringe rate changes for all Court business units.
- Ensures position control changes and payroll designations are accurate and/or facilitates grant and general ledger accounting.
- Monitors court revenue for all Court business units. Reviews and monitors collections receipted by the County Clerk on behalf of the Court.

- Prepares performance and trend analysis of court revenue in order to determine effectiveness of collection tools, including but not limited to aging reports, payment/adjustments and assessment reports, past due debts, etc.
- Reviews and reconciles vendor invoices submitted by the third party collection vendor. Ensures submissions to third party collection vendor are accurate and timely and monitor compliance with contract.
- Assists Collection Coordinator in financial activity relative to Court collections.
- Facilitates the work of Management by performing other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Finance or Accounting.
- Applicant must have two years of experience in budgeting, financial accounting and statistical analysis, including but not limited to state and/or federally funded grant programs.
- Work experience in government accounting preferred along with a general knowledge of granting guidelines issued by the General Accounting Office (GAO) and the Office of Management and Budget (OMB).
- Proficient in the use of Microsoft Excel and experience using MS Office Suite; and relevant court software and systems.
- Thorough knowledge of Court processes and procedures.
- Familiarity with federal and state funding agencies such as DHHS, SAMHSA, BJA, DOJ, SCAO, OCS, and working knowledge of grant systems such as GMS, Grant.Gov, JJOLT, MAGIC, and GPRS.
- Ability to ask and answer questions and to explain Court procedures to internal and external customers in a courteous and professional manner.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Skill in managing one's own time and the time of others.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to communicate information and ideas verbally and in writing so that others can understand.
- Ability to deal calmly and effectively in high stress situations.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Based on the requirements of the position, candidates considered for placement in this classification may be subject to a Criminal Background Investigation.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

Notes: Updated Qualifications 7-31-13.